

M u s t a f a S h a m m o u t

A detail-oriented accountant and specialized finance officer

Location: Damascus, Syria

Mobile: 00963938000747

Email: Mustafa.shammout94@gmail.com

LinkedIn: [linkedin.com/in/mustafa-shammout-29678ab5](https://www.linkedin.com/in/mustafa-shammout-29678ab5)

Date of birth: 18/03/1994

Summary

Experienced accountant and finance officer with a proven financial analysis and reporting track record, seeking a rewarding position, I am dedicated to optimize the financial processes and ensuring compliance, I aim to contribute my skills in budgeting and forecasting to drive the company's success.

PROFESSIONAL EXPERIENCE

Finance Officer

INTERSOS - Humanitarian Organization

July 2022 - Present

- ▶ Regularly updates the Prime Entry (PN) with all expenses linked to different projects.
- ▶ Make sure that supporting documents are complete and authorized by relevant staff.
- ▶ Follow up with staff and relevant stakeholders or deliver recurring payments. Process cash and bank transfers payments.
- ▶ Maintain relations with banks and money transfer agencies.
- ▶ Support in the coordination and communication channel with the different stakeholders in the review process of financial and administrative documents and keep record and track of the communications.
- ▶ Contribute to planning the expenses in coordination with CFC, logistics department, technical staff, and Project Managers.
- ▶ Monitor all cash flow movements and the level of expenses in relation to budgets.
- ▶ Prepare donor report documents based on the list of expenditures.
- ▶ Follow up on the mission budget and the financial conditions and constraints. Execute cash count and daily administrative office tasks.
- ▶ Ensure good filing and archive of all financial documents.
- ▶ Execute administrative, finance, and legal-related tasks, under the supervision of the Country Finance Coordinator.
- ▶ Check payroll calculations in order to ensure accuracy, and compliance Process payment of salaries, social insurance, income taxes, and health insurance.

Finance Assistant

INTERSOS - Humanitarian Organization

Jan 2022 - June 2022

- ▶ Ensure the right filing and archive of all financial documents.
- ▶ Checking supporting documents are ready before submitting financial report. Assist CFC to prepare supporting documents during audit.
- ▶ Handle daily bookkeeping.
- ▶ Conduct regular cash counts and investigate prior to reporting any discrepancies.
- ▶ Prepare cash and bank transfers payments to suppliers and contractors as requested and authorized by relevant managers.
- ▶ Cash withdrawals from the bank.
- ▶ Make sure the vouchers are prepared in accordance with INTERSOS accounting and financial principles and be compliant with donor and Intersos requirements.
- ▶ Support the CFO and CFC in translating financial documents into the local language.

Freelance Accountant

Self Employed

Jan 2015 - Present

- ▶ Provide Bookkeeping and other accounting services for a small starts up in Syria and Gulf area.

External Auditor

Samman & Co.(Previously Deloitte Middle East)

Jan 2020 - Aug 2021

- ▶ Perform analytical review of audit documents.
- ▶ Review client accounting and operating procedures and systems of internal control.
- ▶ Identify accounting and auditing issues, perform research to solve issues that rises.
- ▶ Prepare financial statements reports and documentation supporting our audit opinions.
- ▶ Provide recommendations for improved controls and enhanced business efficiency.
- ▶ Verifies assets and liabilities by comparing items to documentation.
- ▶ Completes audit work papers by documenting audit tests and findings.

Senior Accountant

Damascus Gateway Ltd

Oct 2018 - Dec 2019

- ▶ Perform financial analysis and reporting to management as needed.
- ▶ Perform month-end accounting activities such as reconciliations and journal entries.

- ▶ Evaluate computerized accounting systems and provide recommendations to IT team for performance improvements.
- ▶ Generate financial reports and statements to Managers for review.
- ▶ Monitor expenditures, analyze revenues and determine budget variances and report the same to management.

Financial Reporting & Analysis Specialist

Syriatel Mobile Telecom

Jan 2017 - Sep 2018

- ▶ Preparing necessary financial reports to the management.
- ▶ Monthly analysis reports.
- ▶ Monthly statistical information reports.
- ▶ Income Statement Analysis.
- ▶ Checking the journal entries and posting to general ledger for related parties.
- ▶ Preparing vouchers and debit notes for related parties.
- ▶ Financial studies and projections for some related parties.

EDUCATION

Syrian Virtual University

Master of Business Administration - MBA, Business Administration and Management, General
2024 - 2026

Damascus University

Bachelor's degree, Accounting
2012 - 2016

CERTIFICATIONS

- ▶ **Be prepared for DG ECHO Audit**
DG ECHO E-learning - 2024
- ▶ **Prevention of Sexual Exploitation, Abuse & Harassment (SEAH)**
Humanitarian Leadership Academy - 2024
- ▶ **Safeguarding Essentials**
Humanitarian Leadership Academy - 2023

- ▶ **Bookkeeping Basics**
Intuit (Coursera) - 2022
 - ▶ **Financial Accounting Foundations**
University of Illinois at Urbana-Champaign (Coursera) – 2020
 - ▶ **Introduction To Financial Accounting**
University of Pennsylvania (Coursera) – 2018
-

LANGUAGES

- ▶ **Arabic (Mother Tongue)**
 - ▶ **English (Professional Working)**
 - ▶ **Italian (Elementary)**
-

SKILLS

Budgeting - Financial Modeling - Dashboards - ERP accounting software - Microsoft office package

Bookkeeping - Financial analysis - Reporting